

FED WIRE Electronic Funds Transfer
to the
United States Department of Justice

TO: [Person sending EFT]

To transfer funds electronically to the Federal Reserve/United States Treasury Department in New York City for credit to the United States Department of Justice, the following information must be provided to the bank from which the funds are to be transferred. This information will enable the sending bank to complete those fields associated with the beneficiary bank of a "FedWire Structured Third Party Format" electronic funds transfer.

ITEM	DESCRIPTION	CODING INFORMATION FOR FEDWIRE FORMAT
2	Receiving Bank ABA Code	
3	Message Type Code	1000
7	Wire Amount	\$ [Amount to be Wired]
9 10 11	Receiving Beneficiary Bank, Name & Account No.	
12	Required Beneficiary Information: •Collection Office Identifier *Debtor Name •Collection Office Claim No.	USAO/GU Government of Guam [USAO Number to be provided by USAO]

ATTENTION FINANCIAL LITIGATION PERSONNEL:

Each of the above blank spaces "MUST" be completed before providing this form to the debtor/debtor's attorney. Once completed, the debtor/debtor's attorney must provide this form to the bank from which the funds are to be transferred to ensure that the electronic transfer of funds is accomplished and properly credited to the United States Department of Justice/Debt Accounting Operations Group.

AUTHORITY:

The above information requirements are in accordance with the United States Treasury Department "Treasury Requirements Manual/Part 6 - Chapter 8000"; Appendix E of the "Federal Reserve Bank Funds Transfer Systems Manual"; and, 31 CFR Part 206 (Federal Register - Vol. 59, No. 20).

Questions regarding this FedWire EFT should be directed to the responsible Collection Office:

POINT OF CONTACT: Michelle Perez

TELEPHONE NUMBER: (671)472-7332

Revised 12/98

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MEMORANDUM VIA FACSIMILE

DATE: [Date]

SUBJECT: ADVANCE NOTIFICATION OF A FEDWIRE
ELECTRONIC FUNDS TRANSFER (EFT)
[NOT EPA SUPERFUND CASES]

TO: Department of Justice
Debt Accounting Operations
Group/DCM/JMD
ATTN: EFT DESK

FROM: Michelle Perez
United States Attorney's Office
Financial Litigation Unit

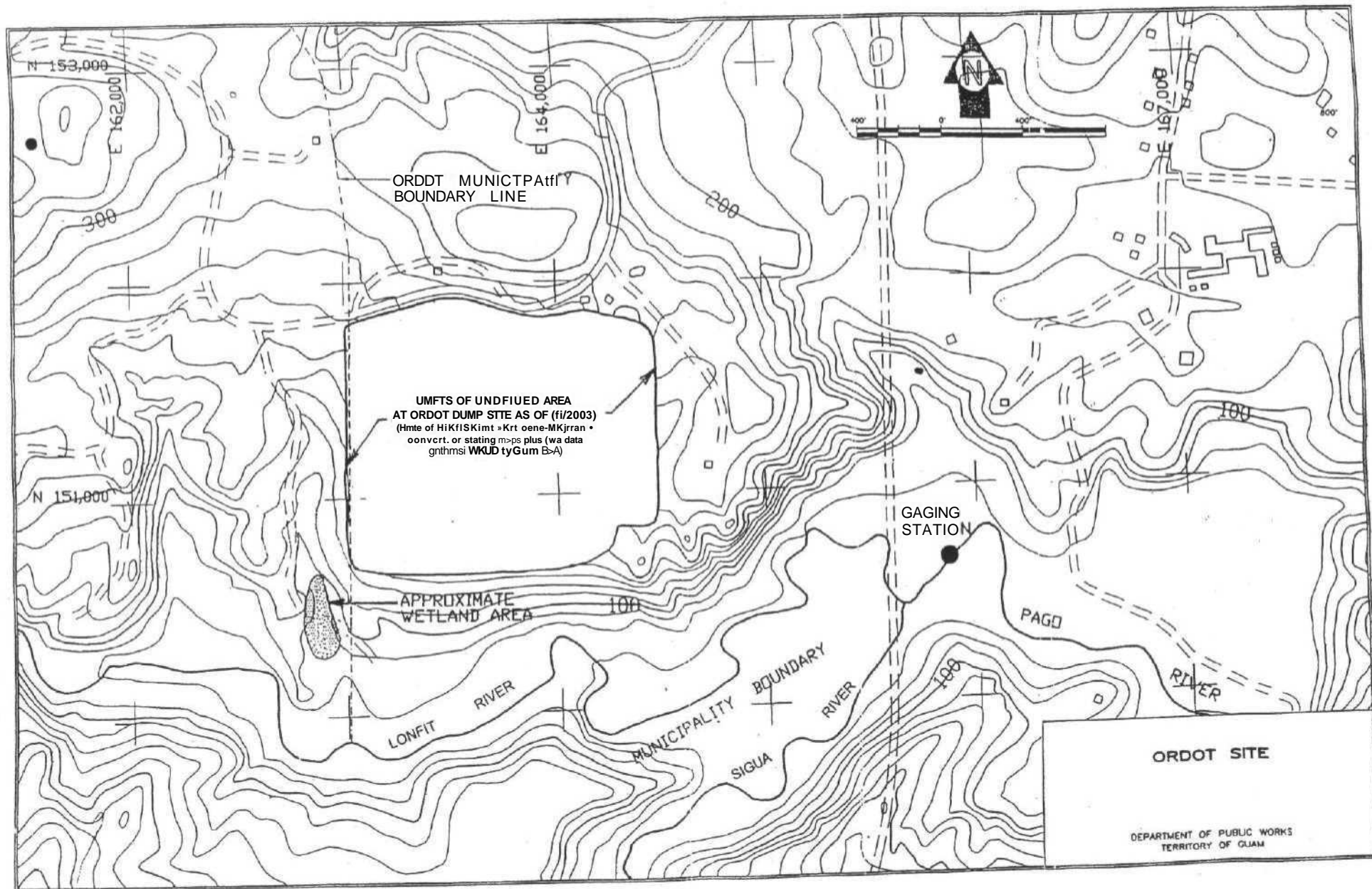
FAX NO.: (202) 307-0588 or
(202) 307-0098

Collection Office: 093
Telephone Number: (671) 472-7332, ext. 124
Fax Number: (671) 472-7215

DEBTOR NAME	Government of Guam
TOTAL ANTICIPATED PAYMENT AMOUNT	Gov. Guam inserts amount monthly
USAO Collection Office Claim Number	USAO will insert claim number
Referring Agency Code	ZEPA
Referring Agency File Number	USAO will insert file number
Agency Program Code or Cause of Action Code	ENNP
Anticipated Date of EFT Transfer	[Go, .. Guam in e m date of p a e n t]

ADDITIONAL COMMENTS/NOTES
[Note]

NOTE: This document must be completed and FAXED to Debt Accounting Operations Group 1 to 5 working days BEFORE the anticipated date of the EFT transfer. [DO NOT USE THIS FORMAT FOR EPA SUPERFUND CASES!].



GOVERNMENT OF GUAM

**Island Solid Waste Diversion and Management
For
Household Hazardous Waste**

Island Solid Waste Diversion and Management

Household Hazardous Waste Diversion

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Island Solid Waste Diversion and Management Household Hazardous Waste Diversion

PROJECT SUMMARY

The Ordot Landfill is Guam's only disposal facility available to the general public. The facility is unlined and there is no waste diversion. Aside from the collection of aluminum cans, there are no other waste diversion programs in place to provide an alternative to household hazardous waste disposal. Household hazardous wastes include, *at minimum*, used oil and batteries *from do-it-yourself fixers*, paint, and pesticides. Furthermore, as Guam prepares to close our only landfill and move to a new site, it is crucial that this waste stream is diverted to collection centers for proper disposal, or reuse.

The goal of the proposed project is to develop a comprehensive waste diversion strategy to eliminate the land disposal and prolonged storage of household hazardous waste on Guam.

INTRODUCTION

Background

The development of a household hazardous waste program is inspired by the emergence of similar programs in the United States. In large quantities, the cumulative effect from improper management of household hazardous waste in an island

community *can* cause problems in the environment where natural resources are fragile and limited. The primary concerns are as follows:

- (1) Household hazardous waste is a waste stream that is not regulated under *local* statutes *and* regulations. In fact, regulations allow for the disposal of such wastes into a sanitary landfill;
- (2) Guam's sanitary landfill is a natural depression created before regulatory standards were established and, therefore, without appurtenances to prevent waste migration or groundwater contamination; and
- (3) Currently household hazardous wastes are being either stored at homes, and at numerous unknown locations because of illegal disposal. There are instances when Guam EPA inspectors have had to remove household *hazardous* wastes, specifically spent lead acid batteries, from within wellhead protection areas.

Developing efficient implementation strategies to eliminate the land disposal, improper management, and prolonged storage of household hazardous wastes will *require a thorough understanding of the quantity* and types of household hazardous wastes in the community. This knowledge, to be gained through field studies and data collection, will be used to develop implementation strategies for improving overall collection and disposal methods.

There is no tracking system in place to provide a reasonable estimate on the quantity and types of household hazardous wastes generated. In addition, there exists no incentive for consumers to properly dispose of their household hazardous wastes. There are companies *that accept* household hazardous wastes, but their services are notably limited to spent lead-acid batteries and used oil. Moreover, these companies charge a fee for the proper disposal of household hazardous wastes.

PROJECT OBJECTIVES

The overall goal of this project is to develop a paradigm shift from current disposal practices to safer and viable options, and decrease the quantity of household hazardous wastes generated or stored on island for any considerable amount of time.

Products

The main products of this project are as follows:

- 1) Household Hazardous Waste Collection Program. This product is a planned service for residents to properly dispose of their household hazardous wastes safely, conveniently and consistently.
- 2) *Household Hazardous Waste Diversion For Island Communities Guide.* This product is a guidance document for the proper collection, storage, and disposal of household hazardous wastes. The guidance document will include:

- (a) The quantities and types of household hazardous wastes generated on Guam;
 - (b) A list of alternative n on hazardous products;
 - (c) Safety guidance on handling household hazardous waste; and
 - (d) List of *alternate* disposal sites.
- 3) Household Hazardous Waste Receiving Facility. This product is the construction and operation of a household hazardous waste receiving facility. The operation of this facility will be continued even alter the 4th year implementation of the pilot project.

Management

A key aspect of this project is its cooperative nature. The success of this project requires the partnership of several entities.

The Guam Environmental Protection Agency will provide oversight throughout the project *and* be responsible for the implementation of the project. The Guam Environmental Protection Agency will employ environmental specialists to perform, at a minimum, *the* following:

- (1) Research, design, organize, and implement household hazardous waste collections;
- (2) Research, design, and include a health and safety protocol during household hazardous waste collections and storage;
- (3) Research, design and implement an outreach program to *obtain maximum* participation;

- (4) Research, design and implement indicators showing the progress, pitfalls, and trends of the household hazardous waste service;
- (S) Conduct inspections to include the development of an inspection schedule and checklist;
- (6) Prepare inspection reports, quarterly reports, annual reports;
- (7) Coordinate with government and private entities, and the *public*;
- (8) Attend village meeting and public hearings;
- (9) Design and prepare scopes of work and requests for proposal;
- (10) Conduct construction management; and
- (11) Conduct oversight of household hazardous waste operations.

Other key Government of Guam organizations to be involved in the project include *the* Department of *Public* Works (*DPW*), the department responsible for solid waste collection, storage, and disposal, the Department of Land *Management* and Chamorro Land Trust Commission (CLTC) to identify useable site areas, and the community-at-large through the mayor's office.

Another critical element of this project will be developing a partnership with private companies that readily implement household hazardous waste management practices.

This extent of collaboration is necessary since no one entity has the authority, financial resources, or technical expertise to deal with the problem alone. The Administrator of the Guam Environmental Protection Agency (GEPA) will ultimately be accountable for oversight, accounting, and implementation of this program. The U.S. Environmental Protection Agency Region IX (EPA) will be consulted to concur with any household hazardous waste collection control measures before they are implemented.

Benefits to Consumers

Changing the mindset of island residents who have not instilled sound environmental practices in the past is one of the challenges that Guam EPA faces. By introducing this project with enough time, we strive to make inroads in addressing that difficult environmental education outreach problem. We anticipate being successful based on this approach that we have detailed in this project.

Many people do not properly dispose of household hazardous wastes because of a lack of incentive measures or collection center. In addition, most residents do not have the means or the finances to properly dispose of their household hazardous wastes. The only options they have are to stockpile their household hazardous wastes or dump them *illegally with* the latter being the case.

This project will enable residents to adopt a pro-active approach to properly dispose household hazardous waste or change their purchasing habits to nonhazardous alternatives. In changing the mindset, the limited and fragile natural resources that island residents rely on are protected for future use.

PROJECT APPROACH AND METHODS

Overview

A comprehensive and strategic plan is presented to succeed in the implementation of a household hazardous waste collection *and* management *program* for island communities in a technical, economical, and viable approach. The plan is schematically illustrated below in Figure 1.

Figure 1 - PROJECT TASKINGS

Task 1: ESTABLISHMENT OF PROJECT TEAM

The Government of Guam will hire the new staff projected in the budget. New staff will undergo training and project briefing and goals,

Task 2: ESTABLISHMENT OF CORE MANAGEMENT GROUP

Establish the core management group, meeting schedules, goals and objectives.

Task 3: ASSESSMENT

Survey will evaluate the number and types of household hazardous wastes generated in the *community* to provide future projections for long-term planning

Task 4: PROGRAM DEVELOPMENT AND IMPLEMENTATION

Implementation of household hazardous wastes program with existing facilities and interim collection centers. Tasking includes close coordination with facilities and the development of guidance to ensure consistent practices. This tasking will also include the development of a household hazardous waste guidance document

Task 5; FACILITY DEVELOPMENT

Development, construction, operation, and management of a household hazardous waste collection and storage facility. This will include privatization and permitting activities.

Task 6; CLOSEOUT

Continue biannual meetings and status *reports*.

Compile project surveys and reports, and prepare and submit final report.

DESCRIPTION OF WORK

Task 1: **Establishment of Project Team**

This tasking involves the hiring, training, and project briefing of new staff. Three (3) new staff, an Environmental Health Specialist III (EHS III), Environmental Health Specialist II (*EHS II*), and Environmental Health Specialist I (EHS I) are identified for this project. The responsibilities for each are described in the Budget.

Task 2: **Establish Core Management Group**

This tasking involves the establishment of the Core Management Group as previously described. To start, this project proposes to develop an executive order from the Governor to ensure *maximum* participation *and* commitment. By the first biannual meeting, members will develop and establish their meeting schedule, be briefed on the project deliverables and final goal, and understand their role, especially in areas that require their department's immediate and undivided attention.

The Core Management Group will review all final reports and guidance associated with the project and provides changes, if necessary. Moreover, the *Group* will make recommendations, as necessary, to enhance the success of the project.

Task 3: **Assessment**

A project evaluation or assessment is important to the continued success of the household hazardous waste collection program and must be accomplished prior to the development phase of a permanent facility.

A Surveys

Surveys will be conducted at the point of collection to account for the amount of household hazardous waste generated on island, and to collectively understand the concerns and issues relating to proper handling, storage, and disposal.

A survey conducted at the point of collection will give an indication of the quantity of household hazardous wastes generated by homeowners and currently stored at private residences awaiting final disposal. The information obtained will be used to obtain an accurate picture. These household hazardous wastes have probably been stored for numerous years.

Aside from residents, the survey will include input from sponsors, volunteers, and contractors concerning flaws in the program, such as inconvenient operating hours and locations or inefficient collection methods. This information will aid in adapting to *the* needs of *the* public.

B. Review and Analysis of the Data Collected from the Survey Conducted

The data collected from the survey will be compiled, analyzed and summarized to accomplish, at a minimum, the following:

1. Provide a preliminary account of the number of participants;
2. Provide the percentage of the target population served;
3. Identify the quantities and types of household hazardous wastes;
4. Itemized total costs;
5. Determine cost *per* participant and the waste management cost *per pound*;

6. Input from sponsors, volunteers, and contractors for input concerning flaws and successes;
7. Establish a baseline data report on quantity and types of ~e existing household hazardous wastes on island;
8. Understand or correlate the island's demographics in relationship to the program; and
9. Understand current disposal methods and end users of household hazardous wastes.

Task 4: Program Development and Implementation

interim Household Hazardous Waste Collection

This task will assist in the establishment of several household hazardous waste collections within villages on the island. The siting of these interim centers will take into consideration residential homes, schools, businesses, and areas of congregation such as churches and community and meeting centers. This task is an interim measure, and may be a permanent part of the overall household hazardous waste collection program after the completion of a *household hazardous* waste collection and storage facility. An assessment on the continuation of interim collection centers during the operation of a permanent facility will be evaluated.

During this interim period, all existing solid management facilities privately and publicly owned will be identified and will be encouraged to expand their collection services to household hazardous wastes. With the help of established control measures, these facilities will encourage homeowners and businesses from different

areas of the island to properly dispose of their household hazardous wastes. The operation and maintenance of these facilities will be consistent with established control measures assembled together following careful review of data collected during the assessment phase. Furthermore these facilities would be required to monitor incoming and outgoing quantities of household hazardous wastes. Final disposal methods and end-users will be reviewed and analyzed by these facilities to ensure no impact to Guam's environment.

Quality Control and Compliance

Inspections are to be conducted on the interim collection centers and existing solid waste management facilities that collect, store, or process household hazardous wastes. Inspections include the review of operations and records kept within the facility.

The inspection issues and concerns regarding the operation and management of these facilities will be very useful in addressing the issues of collecting and storing hazardous wastes at these facilities to meet the local and federal requirements.

Following each inspection or site visit, inspection reports will be prepared and submitted. The information provided will be integrated into the proposed guidance document for household hazardous wastes. Furthermore, these reports will be available to the Core Management Group for review and input.

The monitoring of these projects is not for Guam EPA to issue notifications of violations, but to establish and be able to provide assistance to participants and ensure proper data and waste collection.

Quarterly reports regarding the operation of these facilities will be submitted to USEPA for review, comments, and approval prior to the finalization of a guidance document in the purchasing, handling, storage, disposal, and end-user process of the facility.

Household Hazardous Waste Management Guide for Island Communities

A guidance document will be produced as part of this task. It will include data on the quantity and types of household hazardous wastes that are generated on Guam and their means of disposal.

The information *obtained* from the operation of existing facilities and interim collection centers will be incorporated into the guidance document. It will include data obtained from the surveys conducted, the operation and oversight inspection reports and comments of the facility operating the household hazardous waste collection and storage facility.

Outreach and Education Program

The household hazardous waste collection program cannot succeed without a strong education effort *that* provides general information about household hazardous wastes and specific instructions about how to participate during collection days. This

education also might benefit the community by reducing the quantity of household hazardous wastes collected in subsequent programs.

A well-planned education outreach program will provide information, at a *minimum*, about the following:

- (a) Why people should participate in household hazardous waste collection programs;
- (b) When and where the collection will be held;
- (c) Which materials will be accepted and which will be excluded;
- (d) What to do with excluded household hazardous wastes; and
- (e) How to transport household hazardous wastes to the collection center.

The public education methods and techniques will explore, at a minimum, the following potential options, or a combination thereof, in reaching residents:

- (1) Media. Well-prepared media handouts, feature articles, public service announcements, and other materials;
- (2) Information and Referral Services. A publicly advertised local telephone hotline;
- (3) Mailings and Mailing Inserts. Utilities, banks, billers, and advertisers may be sought to include household hazardous waste announcements and information literature in their regular mailings;
- (4) Posters, Handouts, and Brochures. Flyers and posters may be displayed or distributed at collection centers, schools, libraries, community centers

and senior citizen centers. Businesses may post signs and notices for shoppers and customers on how to safely manage household products that might become household hazardous waste;

- (5) Garbage Can Labeling. Plastic adhesive labels may be distributed for residents to place on their garbage cans. The labels alert people to the potential hazards of mixing household hazardous wastes with their trash, list products containing hazardous constituents, and advertise where to dispose of household hazardous wastes properly;
- (6) Street Banners. Banners announcing the place and time of collection have worked well for some communities;
- (7) Displays~Exhibits/Audiovisual Presentations. Public education staff can use slide shows, video presentation, and hands-on exhibits at community group meetings, fiestas, or other special events, public information sessions/workshops, shopping malls, and other public forums. The public library may be evaluated for the establishment of a household hazardous waste resource center;
- (8) Speaker Bureau. Creation of listing of speakers or community education experts who can make presentations to groups with or without a speaking fee;
- (9) Formal Education. Presentations in schools and special curricula may be performed to educate students (and their parents) about managing household hazardous wastes;

- (10) Point-of-Purchase Information. Information about potential hazards of household products may be distributed where products are sold; and
- (11) Workshops and Conferences. Workshops, presentations, and conferences in managing household hazardous wastes may be considered as a means of bringing information to citizens, volunteers, businesses, and government officials.

The project will comply with all federal and local regulatory requirements under the *Resource Conservation and Recovery Act (RCRA)*.

Task S: Facility Development

During the interim collection, the project team members will be preparing and implementing the design, development, construction, operation, and management of a permanent household hazardous waste collection center. The purpose of this facility is to receive or collect household hazardous waste on a regular basis, and provide an opportunity to organize the proper disposal of this waste stream to EPA-approved facilities.

This tasking is divided into four phases: Site selection and development, construction, operation and management.

1. *Site Selection and Development* - Guam EPA will work with DPW, Department of Land Management (DLM), Chamorro Land Trust

Commission (CLTC) and other government and private entities to locate a site that is unpopulated, yet centralized and accessible to residents.

Upon determining the *site*, project staff will coordinate with the Mayor of the Village where the facility is to be located. Public outreach and meetings will be held. DPW, with the assistance of Guam EPA, will establish *Requests for Proposal* for the design, construction, and operation of the collection and storage facility. The contractor selected for the design and construction will be required to conduct an environmental impact assessment and obtain *proper* permits. USEPA will be notified and apprised of *the* status of the steps of this development stage of *this task* on a quarterly basis.

2. **Construction** - DPW, with the assistance of Guam EPA, will establish the *Request for Proposa/* to construct the facility as designed in the development stage of this Task. DPW and Guam EPA will conduct oversight of the construction phase of the facility. The construction phase will be subsidized for two years,
3. **Operation** - DPW, with the assistance of Guam EPA, will establish a *Request for Propo.-a/* for the operation of this collection and storage facility. The *Request for Proposa/* will be submitted to USEPA for review and comments. Operation of the facility entails collection and storage,

and preparation of household hazardous wastes prior to off-island disposal and end-users.

The management of the facility will be established and conducted by the *contractor of the operation* of the facility with oversight from Guam EPA and DPW. Oversight from *Guam* EPA and DPW will include on-going *scheduled inspections of the operation* and management of the facility. These inspections will provide comments and recommendations on the *operations for the facility*. Furthermore, if necessary, Guam EPA will issue an enforcement action to the operator of the facility if the facility poses *potential environmental* hazards to the environment, and does not operate the facility as designed. Management may revise operation of the facility with the approval of US EPA, Guam EPA and DPW if revisions will positively affect the goals of this SEP Project.

Task 6 -Continuing Status Reports.

Compile all reviews, reports, and documents to prepare a final report to be submitted to USEPA. Oversight of the operation and maintenance of these set projects will be updated and revised to address other additional concerns. Before finalizing the guidance report, GEPA and *USEPA* will have to review any concerns brought up throughout the entire project.

PROJECT MANAGEMENT

Management Structure

The Guam Environmental Protection Agency (GEPA) will direct the overall project. GEPA will manage the research and coordinate communications among the Core Management Group. The *Core Management* Group will consist of key personnel from GEPA, DPW, DLM, CLTC and the Solid Waste Task Force (Governor's Office) and external expert consultants. The Core Management Group will review results and recommend subsequent *research* and implementation activities to GEPA. The Administrator of GEPA will make all final decisions.

Biannual Management Meetings

Biannual management meetings will be held throughout the four-year project. USEPA representatives will also be invited to the meetings. The day prior to each management meeting will be used for presentations of research results. Other interested parties (consultants, general public) would be invited to participate, both as audience and as presenters, to maximize the dialogue. A working session, limited to members of the Core Management Group and USEPA representatives will be conducted the following day because the contours of the project may change as new knowledge is gained. These meetings will be used to make key decisions to direct the project over *the next* following six months. After reviewing progress made during *the* past six months, the Core Management Group will make recommendations to *the* Administrator of GEPA regarding activities to be undertaken in the subsequent six-month period.

DELIVERABLES AND MILESTONES

Biannual project reports will be prepared immediately after each Core Management Group Biannual Meeting. The Biannual Reports will include the following: (1) a brief summary of accomplishments during the past six-month period, (2) plans for new activities in the subsequent six-month period, and (3) a data summary. Brief status reports will be prepared during the intervening quarters. Quarterly reports will summarize (a) progress toward milestones, (b) problems encountered and their resolution, and (c) activities for the following quarter.

Milestones *to be included in the biannual reports* are described below:

First Biannual Report

- (1) Report on project team members and Core Management Group;
- (2) Report meeting schedules, goals, and responsibilities for project team and Core Management Group;
- (3) Preliminary household hazardous waste survey questionnaire and criteria; and
- (4) proposed *activities* for the second biannual period.

Second Biannual Report

- (1) Preliminary results and summary of the household hazardous waste survey;
- (2) Assessment of quality of the data;
- (3) Progress on project feasibility *analysis*;

- (4) Proposed outline of guidance document;
- (5) Identification of household hazardous waste collection and storage facility site;
- (e) Summary of outcome of public meetings, notices, and hearings (if required) pertaining to the siting of the collection and storage facility;
- (7) Draft Scope of Work for the design and construction of the collection and storage facility; and
- (8) Proposed activities for the third biannual period.

Third Biannual Report

- (1) Draft of report on results from the household hazardous waste survey;
- (2) Assessment of quality of the data;
- (3) Progress On project feasibility analysis;
- (4) Updated outline of guidance document;
- (5) Summary of ongoing projects;
- (6) *Control* measures for existing household hazardous waste collection and storage facilities;
- (7) Listing of existing household hazardous waste collection and storage facilities;
- (8) Preliminary inspection reports on existing household hazardous waste collection and storage facilities;
- (9) Identification of contractor for the design and construction of new facility;
- (10) proposed Scope of Work for the operation of the new facility; and
- (11) Proposed activities for the fourth biannual period.

Fourth Biannual Report

- (1) Final report on the survey;
- (2) Progress on project feasibility analysis;
- (3) Updated outline of guidance document;
- (4) Summary of ongoing projects;
- (5) Identification of the contractor to perform the operation and maintenance of the new facility;
- (6) Progress report on the construction of the new facility; and
- (7) Proposed activities for the fifth biannual period.

Fifth Biannual Report

- (1) Final outline of guidance document for household hazardous wastes;
- (2) Final report on *the* construction of the new facility;
- (3) Progress report on the operation and maintenance of the new facility;
- (4) Summary report for ongoing projects; and
- (5) Proposed activities for the *sixth* biannual period.

Sixth Biannual Report

- (1) 1st draft of guidance document for the household hazardous wastes. This document will summarize results from our project and outline the development of feasible waste disposal methods for handling household hazardous wastes on Guam;
- (2) *Progress* report on *the* operation and maintenance of *the* new facility; and
- (3) proposed activities for the seventh biannual report.

Seventh Biannual Report

- (1) Final draft of guidance document;
- (2) Progress report on the operation and maintenance of the new facility; and
- (3) Proposed *activities* for the eighth biannual and final report,

Eighth Biannual Report (final reporting)

- (1) This report will describe all aspects of the *project* implementation, field activities and inspections, and *results from* the household hazardous waste diversion *program* at existing *facilities*.
- (2) Progress of the new Household Hazardous Waste Collection Center
- (3) Evaluation on the success and obstacles of this project; and
- (4) Recommendations on future operations and activities related to household hazardous wastes.

BUDGET

We have allocated \$1.039651 million for implementation of the household hazardous waste diversion program. This work will be done through hired personnel and subcontract to appropriate consultants. Cost included in this budget category is the cost of manpower, and related expenses. Subcontracts will be developed throughout the four-year project period. Specific implementation subcontracts will be guided by research results (survey reports, facility inspection reports, and contract oversights) presented at the biannual project meetings. Implementation will be scaled up over the

course of the project. Estimated costs for full-scale implementation experiments are shown in **Table 1 - Project Budget**.

A detailed four-year budget for this pilot project is presented. The budget is comprised of the areas:

- a) Personnel
- b) Travel
- c) Operations
- d) *Capital Outlay*
- e) Administrative Costs
- f) In-Kind Services

Personnel

The projected costs for *personnel include salaries and fringe benefits* extended for a period of 4 years. The positions to be filled and their respective duties and responsibilities are as follows:

Environmental Health Specialist III

- (1) *coordinates biannual meeting with Specialists*
- (2) prepares, amends, finalizes, and submits biannual reports.
- (3) Provides survey data quality reviews.
- (4) prepares permits.
- (5) Researches and develops *public outreach program*.
- (6) Conducts and/or attends public meetings and/or hearings.

- C7) Develops *Scope of Work* and *Request for Proposal* on the design, construction, and operation of the household hazardous waste collection and storage facility.
- (6) Establishes proposal review committee and review criteria. Submits recommendations to Administrator. Notifies contractor.
- (9) Collects and consolidates progress reports.
- (10) Drafts, amends, finalizes, and arranges the publication and outreach for the household hazardous waste guidance document.
- (11) Prepares, amends, finalizes, and submits Final Report to EPA.

Environmental Health Specialist II

- (1) Establishes survey questions,
- (2) Conducts, collects, and consolidates survey reports.
- (3) Establishes control measures for existing household hazardous waste collection and storage facilities.
- (4) Researches and implements public outreach program.
- (5) Conducts meetings and outreach with existing household hazardous waste collection and storage facilities.
- (6) Prepares household hazardous waste collection and storage facility permits.
- (7) Conducts oversight inspections during construction of new household hazardous waste collection and storage facility. Provides inspection reports.

Environmental Health Specialist I

- (1) Conducts surveys and inspections of existing household hazardous waste collection and storage facilities.
- (2) Prepares and submits inspection reports.
- (3) Prepares household hazardous waste collection and storage facility permits.
- (4) Conducts site inspections during the operation of the new household hazardous waste collection and storage facility. Provides inspection reports,
- (5) implements public outreach program.

Air and Land Programs Administrator

The Air and Land Programs Administrator is an existing position within Guam EPA. The time and cost calculated is defined as 10% of the total salary and fringe benefits. The responsibility for the Air and Land Program Administrator is to provide oversight review of the Environmental Health Specialist Supervisor who will have oversight review of the duties and responsibilities of the 3 new Environmental Health Specialist Personnel. The time and cost calculated will be identified as in-kind services.

Environmental Health Specialist Supervisor

The Environmental Health Specialist Supervisor is an existing position within Guam EPA. The time and cost calculated is defined as 15% of the total salary and fringe benefits, The 15% time and cost are related to the oversight review of the 3 new

Environmental Health Specialist Personnel. The responsibility for the Environmental Health Specialist Supervisor is to oversee and ensure that the duties and responsibilities of the 3 new Environmental Health Specialist Personnel are followed to ensure proper implementation and oversight of this pilot project. The time and cost calculated will be identified as in-kind services.

Travel

This cost represents expenses associated with ground travel for project staff using their personal vehicles. The Government of Guam reimbursable amount is set at .30/mile with an estimated 200 miles per year.

Operations

Consultation Fee - Operation, disposal and end user cost

The consultation fee represents the following costs:

1. The cost associated with the collection and packaging of household hazardous waste;
2. The cost associated with the storage of household hazardous waste for final disposal and end users for existing facilities; and
3. The cost for the operation and maintenance, and the cost associated with the final disposal and end users of the new household hazardous waste collection and storage facility.

As presented, the second and third year cost is associated with the existing facilities that are collecting and storing household hazardous waste for final disposal and end users. The fourth year cost will be directed towards the operation and

maintenance for the newly constructed household hazardous waste collection and storage facility. The second year cost is estimated to be the highest cost because it is expected that during this period, most of the household hazardous waste, such as batteries, to be collected had been stored at homes awaiting proper disposal like this project. This cost *will* also be carried over to the third year operation of existing facilities. Furthermore, the fourth year cost will *also* be high *due to the additional cost of* contracting the operation and maintenance of the new facility, disposal and end user fee.

Contractual - Site Development, Design and Construction

This cost represents contractual expenses associated with the site design, development, construction, operation, and maintenance of a new household hazardous waste collection and storage facility, it is anticipated that undeveloped land will be identified for this facility through the Chamorro Land Trust Commission. Thus, the costs will include surveying and site preparation.

Printing - Reports and Guidance Documents

In order to disseminate results from the *project we have included the cost of* printing of surveys and survey reports; monthly, quarterly, biannual, annual, and final reports; presenting papers; outreach documents; and an editorial budget to allow us to develop a guidance manual suitable for publication. As presented in the Budget, the first year cost is high to include the printing of surveys used for the surveys. The fourth year cost is also higher to include the final publication of the guidance document.

Office Supplies and Materials

This cost is associated with items that include general office supplies (i.e. paper, pens, etc), *and* computer software.

Fuel and Lubricant

This cost is associated with the operation and maintenance, gas and annual safety inspection of a newly purchased vehicle dedicated to this project. The continued operation of this vehicle will allow for oversight of participants to ensure no abuse of the project occurs, as well as *monthly inspections* to ensure proper implementation of the pilot project. The annual increase is due to a 5% increase in cost.

Office Space RentafUtilities

Costs associated with this item are for the office space required for the 3 new employees hired for this project and utilities. Utilities include power, water, and basic telephone services for the *office* space. The annual increase is due to a 5% increase in cost

Local Training

Costs associated with this item are for the required HAZWOPER training for the 3 new employees hired for this project. This training is required to ensure that these employees are trained to *conduct* the inspections *on* the existing *and* the new household hazardous waste collection and storage facility. The first year training cost is

associated with the initial HAZWOPER Training and the following yearly cost is associated with the required annual refresher training.

Internet/Email

Costs associated with this item will allow the 3 new personnel to have access to Internet information with regards to the development and implementation of this pilot project. Furthermore, these 3-new personnel will have access to email to USEPA, the Core Management Group, and all other persons involved with the oversight, the development, and the implementation of this pilot project.

Capital Outlay

As part of this project, the capital outlay includes the purchase of a motor vehicle, computer equipment, and office furniture and equipment.

Motor Vehicle

The use of a vehicle is needed to conduct facility inspections, surveys, contract and participant review, and attend meetings.

Computer equipment

Computer equipment includes computer hardware, printer and a digital camera, The data and surveys will be tracked through a computer dedicated to this project. All reports shall be generated through this computer. As part of the reporting, a camera will be needed to illustrate the progress of the project during inspections of existing facilities, and construction and operation inspections of the new facility.

office furniture and equipment

Office furniture and equipment includes desks, chairs, and file cabinets and other equipment to be utilized by the additional personnel hired for this pilot project.

Administrative Costs

The Administrative Costs are associated with the use of Guam EPA's Administrative Division, which will provide assistance with regards to administrative process including, but not limited to, secretarial, filing, procurement, and purchases. This administrative cost is calculated to be 3% of the total direct cost of the project

In-Kind Services

Several entities are expected to provide in-kind services. These services are expected to include services provided by members of the Core Management Group associated with this pilot project. Members of the Core Management Group include Department of Public Works (DPW), Department of Land Management (DLM), Chamorro Land Trust Commission (CLTC), and the Mayor's Council.

Department of Public Works (DPW)

The Department of Public Works will be the agency to assist and oversee the development of the site for the collection and storage of the new household hazardous waste facility and possibly assist in the collection of these items and transport to these facilities. Furthermore, DPW is also responsible to oversee the construction phase of this project along with Guam EPA. DPW will also assist in the oversight of the operation

and maintenance of the new household hazardous waste collection and storage facility. Guam EPA will oversee DPW and conduct inspections and enforcement if necessary.

Department of Land Management (DLM) and Chamorro Land Trust Commission

(CLTC)

The Department of Land Management (DLM) and the Chamorro Land Trust Commission (CLTC) **will** assist in identifying the appropriate and useable site areas for the new facility. They will also assist with the processing of the identified land *area* to be used, including but not limited to, attending and conducting public hearings, *seeking* appropriate land zoning changes, and transferring or designating specific ownership of Government of *Guam* property to DPW, as necessary.

Mayor's Council

The Mayor's Council will assist in educating their constituents on the facility and possibly have their villages evaluated for being satellite centers. They will also attend public hearings required in the determination of the land area identified to be used for the facility. The Mayor's Council will also assist in the survey to be conducted, to ensure that their communities are represented in the survey.

Supplemental Environmental Project
Island Solid Waste Diversion and Management
for Household Hazardous Wastes

Table 1 - SEP Project Budget

PERSONNEL - Salaries & Fringe Benefits							
No	Position Title	Year 1	Year 2	Year 2*	Year 3	Year 4	Total
1	Environmental Health Specialist	\$17,013	\$35,726	\$0	\$37,513	\$39,389	\$129,641
2	Environmental Health Specialist	\$27,212	\$38,097	\$0	\$40,002	\$42,002	\$147,311
3	Environmental Health Specialist	\$38,896	\$40,841	\$0	\$42,883	\$45,027	\$276,954
Total Personnel Costs		\$83,121	\$114,664	\$0	\$126,418	\$126,418	\$444,601
TRAVEL - Local Mileage Reimbursement							
3	Staff, 30/mile X 170 miles per month for 12 Months-\$1836	\$1,836	\$1,836	\$0	\$1,836	\$1,836	\$7,344
OPERATIONS							
1	Consultation Fee	\$0	\$119,243	\$0	\$69,244	\$119,244	\$307,731
2	Contract - Site Development	\$0	\$172,656	\$39,651	\$0	\$0	\$212,307
3	Printing	\$600	\$400	\$0	\$325	\$1,250	\$2,575
4	Office Supplies/Materials	\$1,200	\$660	\$0	\$426	\$840	\$2,152
5	Fuel and Lubricant	\$1,200	\$1,260	\$0	\$1,323	\$1,389	\$5,172
6	Office Space Rental/Utilities	\$12,500	\$2,500	\$0	\$2,500	\$2,500	\$20,000
7	Local Training	\$1,800	\$225	\$0	\$225	\$225	\$2,475
8	Internet/Email	\$1,080	\$1,080	\$0	\$1,080	\$1,080	\$4,320
Total Operations		\$18,380	\$298,024	\$39,651	\$75,123	\$126,528	\$557,706
CAPITAL OUTLAY							
1	Motor Vehicle	\$20,000	\$0	\$0	\$0	\$0	\$20,000
2	Office/Computer Equipment and Furniture	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Total Capital Outlay		\$30,000	\$0	\$0	\$0	\$0	\$30,000
TOTAL DIRECT COSTS		\$133,337	\$414,524	\$39,651	\$197,357	\$254,782	\$1,039,651
TOTAL PROJECT COSTS		\$133,337	\$414,524	\$39,651	\$197,357	\$254,782	\$1,039,651

Note: Year 2* represents the adjustment needed to reflect the present value agreed upon by EPA and GovGuam (i.e. 1 million USD). The present value amount was calculated by Julia Jackson using an EPA software "Project Model" and provided by Ben Machol from USEPA, Region IX on July 24, 2003 via telephone call with Conchita Taitano from Guam EPA. The present value amount uses a 1.7% inflation rate with a 5.1% discount rate.

TIMELINE

a. Within three months of the effective date:

Begin Task 1

- process of hiring new staff for the Pilot Project

b. Within six months of the effective date:

Task 1

- Hiring of new staff should be completed, and training of staff should be started.

Begin Task 2

- Begin the establishment of the *Core Management* Group

c. Within twelve months of the effective date:

Task 1 - Task 1 completed.

- New staff hired and trained.

Task 2 - Task 2 completed.

- Core Management Group has been established.
- Core Management Group has met and meetings have been scheduled and goals to meet deliverables and milestones should be completed.

Begin Task 3

- Survey Questions established.
- Survey begun.
- Survey data collected within the 3 months after the start of survey should start to be reviewed and analyzed,
- A first draft of the survey report should be started,

Begin Task 4

- Preliminary outline for Guidance Document should be prepared.
- An educational outreach program should be established for this project.

Begin Task 5

- Facility site should have been established.
- Conduct public hearings, if necessary, for land rezoning.
- A draft scope of work for the development, design, and construction should be established.

d, **Within 18 months of the effective date:**

Task 3

- All surveys should be completed.
- Continuation of review and analysis should be conducted,
- A second draft *of the survey* report should be completed.

Task 4

- Collection and review of survey reports, inspection reports, monthly operations progress reports to establish proposed outline for Guidance Document.
- Proposed outline for Guidance Document submitted to USEPA.
- A Final Plan for the educational outreach program is being implemented.
- Control Measure for existing facilities should be completed.
- List *of* existing facilities should be established,
- Meetings *with* existing facilities that will participate with the pilot project should have been conducted.

- Existing facilities participating in this pilot project should have been permitted and already collecting *and storing* household hazardous waste for proper disposal.
- Initial inspections for these facilities should have been conducted.

Task 5

- Scope of Work for the site development should have been finalized and published.
- Contractor proposals have all been submitted.
- *Core Management* Group reviews and makes recommendations to GEPA Administrator on the selected Contractor.

e. Within 24 months of the effective date:

Task 3 - Task 3 completed.

- Final Survey Report submitted to USEPA.

Task 4

- Proposed preliminary outline for Guidance Document should be submitted to USEPA.
- Educational outreach program for the project ongoing.
- Inspections ongoing for existing facilities.
- Inspection *reports* submitted.
- Updates on control measures completed, if necessary.
- Report on status, progress, or problems of the operation of existing facilities should be submitted to Core Management Group and USEPA for review and comments.

- Updates on control measures for the operations of these existing facilities, if necessary.

Task5

- *Site Development and Construction* of the household hazardous waste collection and storage facility has begun.
- Contractor oversight of the site development and construction ongoing.
- Reports on status, progress, or problems of the construction of the new facility should be submitted to Core Management Group and USEPA for review and comments.
- 1st draft of the Scope of Work for the Operation and Maintenance of the new household hazardous waste *collection* and storage facility submitted to USEPA for review and comments.

f. Within 30 months of the effective date:

Task 4

- Updated outline for Guidance Document should be submitted to USEPA.
- Educational outreach program for the project ongoing.
- Inspections on exiting facilities ongoing.
- Inspection *reports* submitted.
- Updates on control measures completed, if necessary.
- Report on status, progress, or problems of the operation of existing facilities should be submitted to Core Management Group and USEPA for review and comments.

- Updates on control measures for the operations of these existing facilities, if necessary.

Task 5

- Site Development and Construction of the household hazardous waste collection and storage facility ongoing.
- Contractor oversight of the site development and construction ongoing.
- Reports on status, progress, or problems of the construction of the new facility should be submitted to Core Management Group and USEPA for review and comments.
- Scope of Work for the operation and maintenance of the new household hazardous waste *collection and storage facility* should have been finalized and published.
- Contractor proposals have all been submitted.
- Core Management Group reviews and makes recommendations to GEPA Administrator on the selected Contractor.

g. Within 36 months of the effective date:

Task 4

- Final outline for Guidance Document should be submitted to USEPA.
- Educational outreach program for the project ongoing.
- Inspections on existing facilities ongoing.
- Inspection reports submitted.
- Updates on control measures completed, if necessary.

- Report on status, progress, or problems of the operation of existing facilities should be submitted to Core Management Group and USEPA for review and comments.
- Updates on control measures for the operations of these existing facilities, if necessary.
- Transitions of the collection and storage of household hazardous waste from existing facilities to new facility occurring.

TaskS

- *Site Development and Construction* of the household hazardous waste facility completed.
- Contractor for the Operation and Maintenance of the new facility selected, and begins operations and maintenance of new facility.
- Contractor oversight of the operation and maintenance begins.

h. Within 42 months of the effective date:

Task 4

- First draft for Guidance Document should be submitted to USEPA.
- Educational outreach program for the project ongoing.
- Household hazardous waste collection and storage facility for the island has been transferred to *the* new facility.

Task 5

- Contractor oversight of the operation and maintenance begins.
- Inspections on new facility ongoing.
- Inspection reports submitted.

- Reports on status, progress, or problems of the operation and *maintenance* of the new facility should be submitted to Core Management Group and USEPA for review and comments.

Task 6

- Begin preparation of the closeout report to USEPA,

i. Within 48 months of the effective date:

Task A - Task 4 completed.

- Guidance Document finalized and published for Guam.

- Educational outreach program for the project ongoing,

- New facility *storing and* processing household hazardous waste for the island.

Task 5

- New facility continues operation and maintenance of the collection and storage of household hazardous waste.

TaskS

- All Biannual meetings have been completed.

- preparation of 1st Draft of *Final* Report.

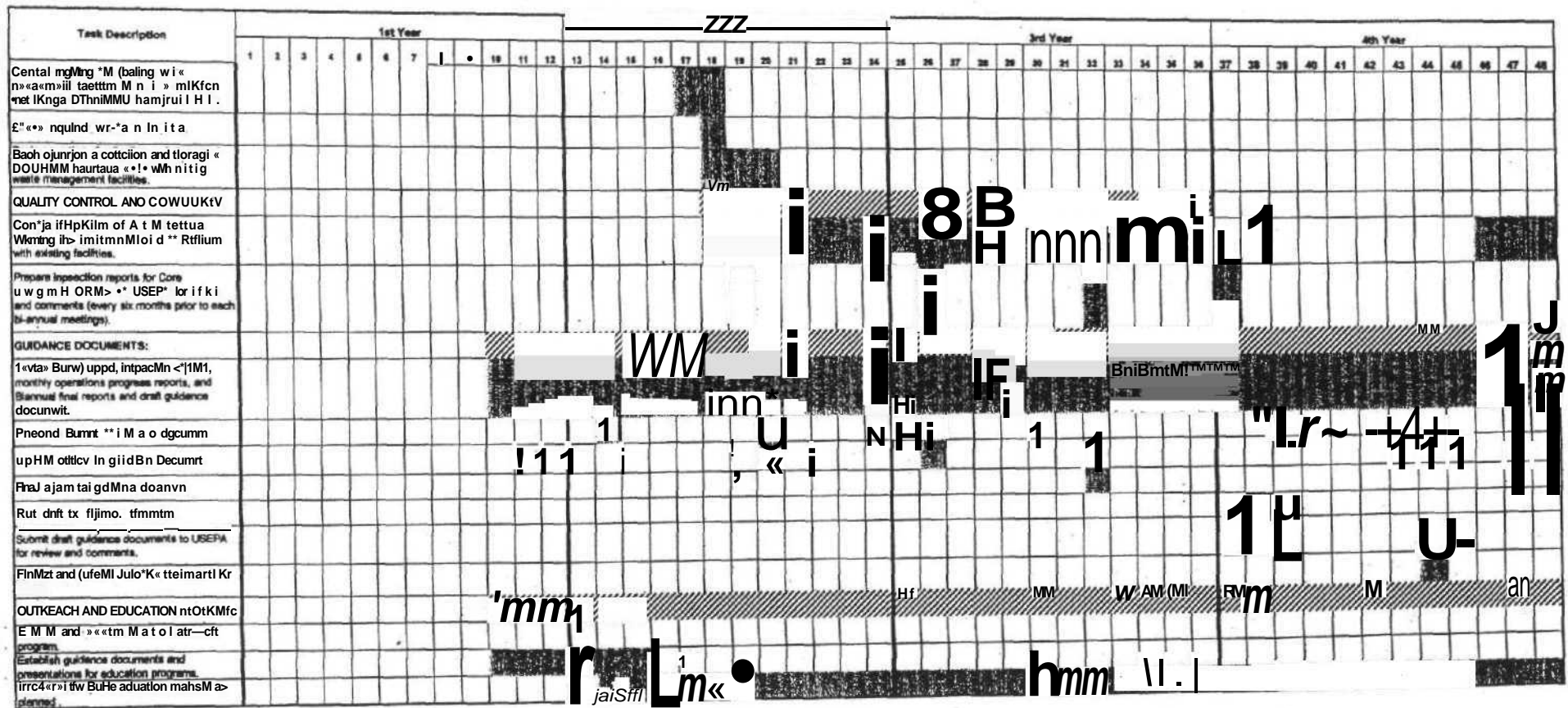
j. Within 51 months of the effective date:

EPA receives completed Final Report of the Pilot Project from Guam EPA.



Community Wmta (Mvtrtlon Pilot Pra)el
HMiMheld Ki nrdout Wttt* Progrinv
Timeline

FIGURE 2 - Tlme.ne



Community Wuli Olwilon Pilot Project
Household Hazardous Waste Program
Timeline

FIGURE 2 - Timeline



